

Announcement No: 3W-T-03-366

A\*M\*E\*N\*D\*E\*D

Opening Date: 4/14/03

Closing Date: Until filled

Department of Veterans Affairs

Medical Center

Portland Oregon

V a c a n c y   A n n o u n c e m e n t

**POSITION:** Health Technician/Medical Assistant, GS-640-3, Target 4, Target 5, or GS-5

**TYPE OF APPOINTMENT:** Permanent/Temporary (see note 1)

**NUMBER OF VACANCIES:** Full-time, part-time & intermittent work schedules may be available. (Salary paid is dependant on hours worked)

**\*SALARY RANGE:** GS-3: \$21,085 to \$27,409; GS-4: \$23,669 to \$30,766; GS-5: \$26,482 to \$34,423 per annum

**POSITION DESCRIPTION:** GS-3: 1280A; GS-4: 1272A; GS-5: 1517A

**NOTE 1:** Fourth area consideration applicants will only be appointed to a temporary appointment NTE 1 year and 1 day, may be extended or terminated sooner depending on workload, staffing, and budget.

**NOTE 2:** Applications received by 5/2/03 will be given first consideration for this position.

**NOTE 3:** Applicants without prior federal service will be appointed at step one of the grade.

**NOTE 4:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion

**NOTE 5:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**NOTE 6:** This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

**NOTE 7:** Fingerprinting by Human Resource staff will be required of all tentatively selected applicants as part of a pre-employment security background investigation.

**NOTE 8:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.

**NOTE 9:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.

**NOTE 10:** Those who applied under announcement 3W-T-02-033 and have not been considered or reviewed will be automatically considered under this announcement.

**NOTE 11:** This is a Non-Bargaining Unit position

**TOUR OF DUTY:** Position is day shift, M-F: 7:30 am to 4:00 pm. The work conditions may require a change in the tour of duty

**LOCATION:** This position is located in the Bend Community Based Outpatient Clinic, which is functionally under the Primary Care Division. It may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.

**AREA OF CONSIDERATION:** Applicants will be considered in the following order: **First consideration** will be given to career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the Interchange Agreement. Included are employees of the Willamette National Cemetery, Regional Office and Veterans Outreach Center. **Employees who have received "Directed Reassignments" will be given priority consideration for any reassignment opportunity for which the employee has applied and meets the minimum qualification requirements. Such employees must include a copy of their "Directed Reassignment" letter with their application package.** **Second consideration** will be given to employees of other VA facilities; and **Third consideration** will be given to applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility. Veterans Readjustment Eligibles (VRA) may file and be considered concurrently with employees in the third consideration. The VRA is a special hiring program for:

1. a. Veterans in the military beginning on (02/28/61) and ending on (05/07/75); in the case of a veteran who served in the republic of Vietnam during that period; b. Veterans in the military during the Vietnam era (08/08/64) through 05/07/75), in all other cases and who are hired within 10 years of their last date of discharge from active duty;
2. Post-Vietnam era Veterans who first began active duty on or after (05/07/75); and are hired with 10 years of their last date of discharge from active duty
3. Disabled Veterans with a service-connected disability of 30% or more may be hired without a time limit on eligibility.

Also, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply under the third consideration.

**Fourth Consideration:** Any U.S. Citizen

**Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

**DUTIES:** The complete position description may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent is responsible for coordinating and directing patient flow throughout the clinic. Acts as liaison between the patient and the providers. This includes documentation of the patient's chief complaint, pre-visit preparation to include vital signs and referral to the appropriate level of care. Schedules patients for special procedures, assists with equipment inventory, sets up treatment and instruments trays. Communicates verbally and in writing with patients, family members, peers, and visitors.

**GENERAL REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualifications Standards, TS-2 for the GS-640 series, dated August, 1994 apply and may be reviewed in the Human Resources Management Division office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**General Experience:** GS-3/4: Six months of general experience in any type of work that demonstrates the applicant's ability to perform the work of the position or experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation. **GS-5:** Generally, not applicable.

**Specialized Experience:** GS-3: None. **GS-4:** Six months of specialized experience equivalent to the GS-3 grade level in Federal Service. **GS-5:** One year of specialized experience equivalent to the GS-4 grade level. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position.

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**Substitution of Education for Experience:** Successfully completed post-high school education is qualifying for grades GS-3 through GS-5. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. **GS-3:** Successful completion of one (1) year of study that included medical, health, or related fields. **GS-4:** Successful completion of two years of study that included at least 12 semester hours in subjects related to the position. **GS-5:** Completion of a four (4) year course of study leading to a bachelor's degree with courses related to the occupation.

**Rating Factors:** *On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position:* 1. Knowledge of medical and equipment terminology. 2. Ability to effectively communicate with patients, family members, and hospital staff. 3. Ability to use a wide variety of medical equipment (such as EKG, blood pressure cuff, etc.). 4. Ability to prioritize and complete multiple tasks. 5. Ability to perform venipuncture

**WELL-QUALIFIED (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

**HOW TO APPLY (First Considerations):** In order to be considered for this vacancy, **interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment**, to be received in Human Resources Management Division (P4HRMS) no later than 4:30 p.m. on the closing date of this announcement. **Applicants are responsible for completing and submitting VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than first consideration date for first consideration.** VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also no later than **5/2/03** for first consideration date. This position will remain open until filled. These forms are available in Human Resources Management Division.

**HOW TO APPLY (All other Consideration Applicants):** You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Division:

- a. OF-306, "Declaration for Federal Employment".
- b. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- c. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility). (if applicable)
- d. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)
- e. On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above.
- f. Appropriate proof of ITCAP eligibility. (if applicable)

**HOW TO OBTAIN FORMS:**

**In Portland:**

VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)  
Portland, OR 97207. Phone # (503) 273-5236

**If Mailing:**

VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **Applications must be received by 5/2/03 for first consideration, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

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